

# MEETING 1 MEETING MINUTES

Location: Whatsapp  
Date: 14/02/2022  
Time: 14:00 GMT  
Facilitator: Jonathan  
Present: Andrijana, Anoushka, Tebogo, Ahmed

## Agenda Items

1. Informal get together on Whatsapp
2. Exchange pleasantries and introduction
3. Discuss the outline and roles for the team contract
4. Each team member to contribute to articles in team contract
5. Contract to be signed by midnight
6. Team contract to be sent to the tutor
7. Check Whatsapp for next meeting date and time

Action Items	Owner(s)	Deadline	Status
Put team contract On Google drive	Jonathan	14/03/2022	Done
Contract signed	All	14/03/2022	Done
Contract sent	Jonathan	14/03//2022	Done